

Narrative Statement Supplemental Form
Human Resources Assistant, FSN-07

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
Completion of High School is required	
Experience:	
Minimum of two years of administrative related experience is required.	
Language Proficiency:	
Level 3 (good working knowledge) in written and spoken English is required; Level 4 (fluency) in written and spoken Russian is required; Level 3 (good working knowledge) in written and spoken Tajik is required.	
Knowledge:	
Must have good understanding of fundamental human resources management laws, policies, and practices.	
Skills and Abilities:	
Must have excellent computer skills; ability to prepare MS Excel tables.	